Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
MAIN CAMPUS
M. J. Cuenco Avenue Cor. R. Palma Street, Cebu City, Philippines
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Phone: +6332 402 4060 loc. 1137

OFFICE OF THE UNIVERSITY PRESIDENT

November 27, 2024

CTU MEMORANDUM
No. PK27-495, s. 2024

TO : **ALL VICE-PRESIDENTS**
ALL CAMPUS DIRECTORS
ALL OFFICE/DEPARTMENT HEADS
ALL FACULTY AND STAFF

SUBJECT : **GUIDELINES FOR TRAVEL ABROAD REQUESTS**

1. No plantilla personnel shall be allowed to travel abroad without having secured the Authority to Travel Abroad from the Office of the University President.

FOR PERSONAL TRAVEL

2. In order to secure an Authority to Travel Abroad, the requesting personnel must submit the following **at least ten (10) working days prior to the intended travel date** to allow sufficient time for review and compliance:

   - Letter request addressed to the University President indicating the date and duration of expected travel, destination, and the assurance that the office's work will not be hampered by his/her absence. The letter must be recommended for approval by the College Dean or Office Head and endorsed by the Campus Director

   - Certificate of Personal Travel indicating that no funds of the University or the government shall be used in the specific travel requested and that the travel is solely for the personnel's account and shall in no way affect the University or the government to be signed by the Campus Administrative Officer, Campus Director, and the University President *(attached hereto for your reference)*; and

   - Duly approved leave form that must indicate the remaining leave credits as certified by the Campus HRMO.

3. Submission of clearance form is needed only for personnel traveling for more than thirty (30) days

FOR OFFICIAL TRAVEL

4. The requesting personnel must submit a letter request addressed to the University President. The letter must be recommended for approval by the College Dean or Office Head and endorsed by the Campus Director and UD for Internationalization and ASEAN Integration (IAI) before being submitted for final approval by the University President.

   4.1. The letter request must be accompanied by the following documents:

   - Invitation letter from the sponsoring agency or organization;

   - Certification of the legitimacy of the meeting/conference/workshop;

   - IAS Form No. 15 / Evaluation form for the necessity of foreign travel for SUC;

- Designation of an Officer-in-Charge (OIC) for Vice Presidents, Campus Directors, and Office/Department Heads to be approved by the University President;
- Itinerary of travel with a breakdown of expenses;
- Certification of no unliquidated cash advance from previous local or international official business attended;
- Re-entry plan outlining how the travel will benefit the university;
- Matrix detailing the host organization/sponsoring agency, benefits to CTU, and financial component; and
- Certification of availability of fund specifying source allocation.

5. Once the letter request is approved, it will be forwarded to the Office of the University Director for Internationalization and ASEAN Integration (IAI) to facilitate the submission of the CHED IAS Form No. 15 to CHED for approval.

   5.1. Please note that CHED's processing may take up to fifteen (15) days or more. The University has no authority to influence or expedite CHED's decision; therefore, requests to follow up on the status of approval will not be entertained.

6. After the CHED endorsement, the travel request will be forwarded to the Office of the Board Secretary for appropriate action.

   6.1. The letter request, its attachments, and the CHED endorsement will be submitted to the academic or administrative council, whichever is applicable, for their endorsement to the Board of Regents (BOR).

   6.2. All requestors are reminded that expedited processing or approval requests will not be entertained, as the approval is at the discretion of the BOR.

   6.3. Once the Board Resolution approving the travel request is released, the Office of the Board Secretary will endorse it to the Office of the University President for the issuance of Authority to Travel Abroad (ATA).

7. The ATA will be released to the requestor via email. Should the requestor require a physical copy, they may choose to request it directly from this office.

8. To ensure strict compliance with these guidelines, all requestors must submit their requests for official travel **at least forty (40) working days, excluding weekends and holidays**, prior to their intended travel dates. This allows sufficient time for processing and adherence to the requirements.

9. **These guidelines shall not apply to requests involving research and scientific paper presentations and publications.**

10. For your information, guidance, and strict compliance.

JOSEPH C. PEPITO, Ph.D.
SUC President IV

CEBU TECHNOLOGICAL UNIVERSITY
OFFICE OF THE UNIVERSITY PRESIDENT
RELEASED
DATE: 12/02/24 TIME: 6:55PM
BY: Cress

cc: Records Office

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BAGONG PILIPINAS

CERTIFICATE OF PERSONAL TRAVEL

I, **(NAME)**, do hereby certify that I will be undertaking a personal travel to **(COUNTRY)** from **(INCLUSIVE DATES)**.

This personal travel does not involve any official engagement and government funds on behalf of my employer, the Cebu Technological University (CTU).

Moreover, I am fully aware that I will not be representing CTU nor bring its name into disrepute, controversy, any form of association and/or unfavorable situation both online and offline interactions.

During the entire duration of my travel, I have the full responsibility for all associated arrangements at work during my absence in accordance with the rules and regulations as approved by the authorities of CTU.

I solemnly uphold not to disclose, share or exploit any confidential information related CTU or its constituents.

I understand that any violation of this certificate may result in legal action, disciplinary measures, and/or other repercussions deemed appropriate by CTU.

Done this _ day of (Month), (Year) at (Municipality or City of the campus), Cebu, Philippines.

Signature
PRINTED NAME

NAME
Campus Director

NAME
Campus Administrative Officer

Approved by:

JOSEPH C. PEPITO, Ph.D.
SUC President IV